

People Directory

*When our people flourish,
our children flourish*





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our children flourish**



About our Trust

Inspired by the life of Christ we provide an exceptional education in our Catholic schools which enables our children:

- to fully embrace all possibilities
- to flourish
- to develop their faith

and therefore to choose a path that enables them to be a positive influence upon our world

Mission

Vision

Our values and the distinctive ethos of our Trust of Catholic schools will enable every child and young person to receive the very best education, so that they are empowered to grow, learn and achieve.....

The values which guide us all as children and adults:

- **Loving care** - forgiveness, empathy, inclusion, kindness, compassion
- **Learning together** – growing, leading, aspiring, enabling, understanding
- **Growing in faith** – Christ at centre, service, stewardship

Values



Who's who

Trust central team



Name: Joe Richardson

Role: CEO

Contact about: Leadership Development

Email: JRichardson@sjbcbmat.org.uk



Name: Roger Higgins

Role: Director of School Improvement

Contact about: Staff induction

Email: rhiggins@sjbcbmat.org.uk



Name: Ben Serruys

Role: Deputy Director of TSH

Contact about: Apprenticeships, ITTECF, NPQs

Email: bserruys@sjbcbmat.org.uk



Name: April MacQueen

Role: Primary T&L and CPD Lead

Contact about: PLNs, Writing Project

Email: amacqueen@sjbcbmat.org.uk



Name: Niki Kaiser

Role: Director of Norfolk Research School

Contact about: Research School CPD

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Name: Cat Randall-Smith

Role: Head of HR

Contact about: People Development

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Growing people

Why this Directory?

- We value every member of our community, recognising and valuing our staff as our most precious resource.
- We strive for our workforce to be professionally, personally and spiritually fulfilled, within a culture of collaboration and belonging.
- Our Trust is committed to enabling each staff member to contribute to the best of their ability and to develop their full potential throughout their career.
- This Directory sets out Professional Development and other support which forms part of our wider People Strategy.



Staff charter

A commitment to our people

Developing you

- A culture of acknowledgement, praise and high-quality feedback.
- High-quality induction and ongoing professional development.
- Evidence-based, holistic appraisal.
- A commitment to improving wider Education system, by developing effective, values-led teachers and leaders.

Professional fulfilment

- Supportive and inclusive professional environments a priority.
- Opportunities to work across our Trust
- Your views sought and listened to.
- Calm and purposeful schools where teachers can focus on teaching.
- A commitment to ensuring equality of opportunity.

Respecting your time

- Directed time for teachers carefully planned, scheduled & evaluated.
- A focus on eliminating unnecessary Workload.
- Effective communication (e.g., staff email protocol).
- All meetings well organised & run.
- Careful implementation of part-time contracts.

Supporting your Wellbeing

- Sensible & sustainable policies, including on Flexible Working.
- Prioritising ethical Leadership.
- Supporting emergency and special leave when you need it.
- Services including advice lines & counselling, Musculo Skeletal support, Mental Health First Aiders, Cycle to Work.



Induction

Welcoming you to our Trust

- Joining a new school can be challenging; as educationalists we tend to operate with much 'assumed knowledge'.
- Our staff induction policy ensures that you will receive an effective induction, whichever of our schools you join.
- A mix of local and Trust-level induction will make you feel part of our vibrant community.
- Trust-led induction will provide information such as key people and what employees can expect from the Trust.
- Trust-led induction is specific to teaching and support staff; however, both include training on our Catholic ethos and how to work in a Catholic school.
- Dates for induction are available in the Trust events calendar.



Catholic Education

Enabling you to deliver on our ethos

- [Senior Leadership Apprenticeship MA Education: Leading Innovation and Change:](#)

This MA is suitable for education professionals e.g. teachers, leaders, business managers, chaplains, librarians and data managers. You should already hold a post and this is funded by the Employers' Apprenticeship Levy.

- [Catholic School Leadership: Principles & Practice MA:](#) This MA can be studied face-to-face (St Mary's, Twickenham or through distance learning) and is suitable for all who hold or are aiming for leadership positions in Catholic schools and colleges.

- [Catholic Certificate in Religious Studies \(catholiceducation.org.uk\)](http://catholiceducation.org.uk) [2-5 years] This course is for anyone who is or wishes to be involved in Catholic education, either to develop their faith or for personal interest. The course seeks to ensure that participants have at least a basic knowledge and understanding of the beliefs of the Catholic Faith. It includes six core modules and two specialist elective modules. Each module requires ten hours' contact time and an assignment of 1500 words or equivalent.

- Conferences- the Diocese provides further training each year for Headteachers and Senior Leaders at their respective conferences.



Progression

Apprenticeships

Apprenticeships are a great way for all school staff to improve their skills and career pathway. SJB CMAT has partnered with [LMP Education](#) to deliver a wide range of Support Staff Apprenticeships through an individualised blended learning approach. Please see below a list of the available options. To qualify, you must be employed for a minimum of 16 hours per week.

Apprenticeship	Level	Typical duration (months)
Early Years Practitioner	2	16
Teaching Assistant	3	16
Teaching Assistant SEND Pathway	3	16
Sports Teaching Assistant	3	16
Early Years Educator	3	19
School Community Wellbeing Champion	3	16
Early Years Lead Practitioner	5	26
Accounts or Finance Assistant (AAT)	2	17
Assistant Accountant (AAT)	3	20
Professional Accounting (AAT)	4	24
Business Administrator	3	16
Team Leader or Supervisor	3	16
HR Support	3	20
Library, Information & Archive Services Assistant	3	20
School Business Professional	4	19
Operations or Departmental Manager	5	20

For general information about apprenticeships, please visit [Apprenticeships for the school workforce - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apprenticeships-for-the-school-workforce).

For support, please contact Ben Serruys.



Progression

Routes into teaching

For staff who have a degree

- You will need a degree of 2:2 or above, GCSE in maths and English at a grade C/4 or above and, for primary teaching, a grade C/4 in Science GCSE.
- There are various postgraduate teacher training options, including PGCE university-led teacher training, School Centred Initial Teacher Training (SCITT) and Postgraduate Teaching Apprenticeship programmes.

For staff without a degree

- [BA \(Hons\) Primary Education | University of Buckingham](#): This three-year BA degree course is designed for those working as teaching assistants who wish to become primary or pre-school teachers. You should have passed two A-levels or equivalents and you cannot have a university degree already. If you do not have A-Levels, an online Preparatory Academic Skills 20-week course is available for £800.
- During the course, you will continue to work as a TA as the content study incorporates professional reflections. The cost of the course is £5,000 per year and can be followed by a 12-month QTS course that is free of charge as it can be paid for by the apprenticeship levy.

Apprenticeship route

- From 2025, there is a brand new Level 6 Teaching Apprenticeship route that requires no degree. The National Institute of Teaching and Education offers a [primary teacher training route](#).

To find out more about the training programmes in the Eastern Region, visit the Julian Teaching School Hub website [Julian Teaching School Hub - Train to Teach \(thejulian-tsh.org.uk\)](https://thejulian-tsh.org.uk) or contact Ben Serruys



JULIAN
TEACHING SCHOOL HUB



Progression

National Professional Qualifications

National Professional Qualifications (NPQs) include a blend of flexible online learning, online workshops and face-to-face workshops. Final assessment consists of a 1500-word case study. As a Trust, we use NPQs provided by Ambition Institute and delivered by our own Teaching School Hub. Please see below the full list of courses on offer this academic year:

Leadership NPQs

NPQ IN EARLY YEARS LEADERSHIP

NPQ IN HEADSHIP

NPQ IN SENIOR LEADERSHIP

NPQ FOR SENCOS

Specialist NPQs

NPQ IN LEADING LITERACY

Speak to your line manager if you wish to undertake an NPQ; both you and they can then liaise with the Hub for support in getting you signed up. For further information, visit [Julian Teaching School Hub - National Professional Qualifications \(thejulian-tsh.org.uk\)](https://thejulian-tsh.org.uk)



JULIAN
TEACHING SCHOOL HUB



Trust CPD

Primary Writing Project

Since September 2023, our primary schools Trust have embarked upon a Writing project in an effort to improve attainment in this critical subject. The project includes several elements:

VNET Pathways

This year, each school is continuing the work they began last year on one of four VNET-led pathways:

- a) Sentences
- b) Modelling
- c) Transcription - Spelling
- a) Editing, Revising & Publishing

Implementation support (from the Central Team)

Trust-level Writing Standardisation & Moderation (3x half-days for teachers in Years 1, 3 and 5, and 1x half-day for Year 6)

Supportive documentation (Writing skill progression documents to support planning; exemplification materials and new updated Trust KPI grids to support assessment)

Trust CPD and networking days (Year 1 and Year1/2 CPD day in Autumn and Year 6 CPD day in Summer)

For further information, please contact April MacQueen.



Trust CPD 25-26

Professional Learning Networks

- We value purposeful collaborations and partnerships.
- PLNs bring together leaders from across our Trust (and beyond*) to share knowledge and practice, innovate and develop new ideas in response to shared challenges.
- PLNs meet termly
- Primary PLNs delivered (in some cases) in partnership with VNET**.
- Dates listed in the Trust events calendar.

Primary PLNs		Secondary PLNs
• RE • EYFS • English • Maths** • DT** • Computing** • MFL** • History**	• SENDCOs	<i>*Working with OLOW:</i> • Sixth form • Music



School support

From our Research School

Supporting our Trust to be evidence-informed:

- Trust-specific training, for example working most effectively with TAs and primary literacy.
- Support for leaders with strategy and implementation planning.
- Bespoke training designed and delivered as required.
- Capturing case studies in articles shared regionally.



Norfolk
Research
School



Wellbeing

Respecting your time & supporting you

Helping you to manage your time:

- Clear 2-way communication.
- Teachers' directed time carefully planned and scheduled.
- Calm schools with leaders supporting staff on behaviour.
- A focus on reducing unnecessary workload.
- Family-friendly employment policies including consideration of flexible working.

Supporting your wellbeing:

- Cycle-to-Work scheme available to all staff.
- Annual Flu vaccination offered to all staff.
- Employee assistance programme.
- Mental Health First Aiders.

Refer to school wellbeing noticeboard or our [Trust Wellbeing policy](#) for details





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Last updated: Sept 2025